



**TOWN OF BROOKFIELD**  
**100 Pocono Road**  
**Brookfield, CT 06804**

**JOB OPPORTUNITY**

Recruiter/Contact:	Fern Smenyak, Director of Human Resources Brookfield Town Hall 100 Pocono Road, Brookfield CT 06804 email: <a href="mailto:fsmenyak@brookfieldct.gov">fsmenyak@brookfieldct.gov</a> Fax: 203-775-4068
Posting Date:	January 4, 2016
Job Title/Dept.:	Part Time Assessors Aide/Assessor's Office
Pay Rate/Union:	\$20.92 per hour Class 3A CSEA
Work Week:	Part Time 28 hours per week
Job Description:	<p>The Part Time Assessors Aide will be responsible for duties including but not limited to responding to telephone and counter inquiries, requests for information and assist the general public, taxpayers, attorneys or other Town officials. Sort and distribute departmental mail. Accurately maintain paper and computerized records. Maintain and provide copies of Grand List. Create, generate and utilize computer reports to determine taxpayer's status and eligibility for various programs. Research and record property transfers. Schedule field inspections and update field cards. Create and maintain sale book for public use. Accurately enter building permits, Certificates of Occupancy and Certificates of Approval. Prepare, post and track Personal Property Declarations. Respond to and resolve property owner's inquiries. Advise taxpayers of documentation required to pro-rate/remove a vehicle from Grand List. Process Certificates of Correction including Supplemental MV List. Update Elderly, Veteran, Blind/Disabled records with appropriate benefit(s), where eligible. Track deceased/sold property lists to ensure benefit(s) were removed, and adjust where applicable. Perform other related duties as required.</p> <p>A full job description is available in the Human Resources Department. Applications must be submitted to the Human Resources Department at the above listed address. <b><u>Applications/Resumes must be received by January 19th.</u></b> The Town of Brookfield is an Equal Employment Opportunity Employer.</p>
Skills Required:	Excellent organizational skills. Ability to multitask and complete multiple projects on-time. Proficiency with MS Office Suite, including data entry and database management. Ability to interact professionally with multiple levels of the general public, Town Officials and Town Employees.
Education Required:	High School diploma or equivalent required. Two (2) years' experience in a municipal environment preferred. Must be able to attend and successfully complete CCMA parts 1 & 2 * CCMA Classes Preferred
Physical Demands:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit for extended periods of time to view &amp; operate computer equipment, and to stand for extended periods of time. The employee frequently is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.</p>